



Richard Hopkins
Producing Artistic Director

floridastudiotheatre.org/work-with-us/careers

JOB DESCRIPTION

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Part-Time Box Office and Front of House Assistant

Florida Studio Theatre, a professional LORT D regional Theatre with five active theatre spaces, located in downtown Sarasota, FL is seeking Seasonal Part Time Box Office Assistant and Front of House Assistants to provide excellent customer service to theatre. This is a fast-paced, high-volume Box Office that services all five of our theatre spaces and is open seven days a week. Candidates must have good communication skills with a positive, friendly, and outgoing personality. Must be willing and able to spend a majority of the time on the phones. Must be prompt, reliable, and detail oriented. Must have open and flexible availability and be willing to work a flexible schedule including but not limited to evenings and weekends. The amount of hours available is variable week to week depending on the needs of the theatre

Job Responsibilities Include:

- Sell new subscriptions and single tickets for all FST performances, events, and some rentals as well as renew existing subscriptions - over the phone, in person, and via mail.
- Provide helpful information for performances, pricing options, parking, directions, and seating information.
- Assist with patron relations and resolve complex patron inquiries and complaints.
- Maintain familiarity with subscription and single ticket marketing initiatives, donor benefits, and Florida Studio Theatre events and website.
- Guide patrons through their online interactions when needed.
- Keep up a professional appearance in dress and attitude, and have a general appreciation for and understanding of live theatre.
- Assist with the maintenance of patron records; including but not limited to filing, and updating patron records.
- Assist with House Management of our 5 theatre spaces on an as need basis. This includes but is not limited to oversight of the events ushers and patron load in, completing and sending nightly reports, reconciling tickets for the performances and basic cleaning and maintenance of the space.
- Work Concessions for Theatre spaces

Job Type: Part-Time, Permanent

Reports to: Box Office Manager

Compensation: \$15 per hour

Anticipated Start Date / Hiring Timeline: Position open until filled

To Apply: Submit resume, cover letter, and contact information for three references at <https://www.cognitoforms.com/FloridaStudioTheatre1/FloridaStudioTheatreHiring>

Florida Studio Theatre is working towards becoming a more inclusive and accessible organization. FST is thus committed to developing a work environment that is reflective of the diverse world that it serves. Applicants from all populations and underrepresented groups are strongly encouraged to apply. Consideration for employment will be given to all applicants without regard to race/ethnicity, gender identity/sexual orientation, age or ability.

FST operates five stages, the 173 seat Keating Theatre, the 237 seat Gompertz Theatre, the 109 seat Goldstein Cabaret Theatre, the 110 seat John C. Court Cabaret Theatre and the 100 seat Bowne's Lab Theatre.

For more information, visit our website at www.floridastudiotheatre.org